

# Instructions

2010 Performance Plan  
Reports


**NSPS Performance  
Management Reports (PAA V3)**

Oracle Applications Home Page - Microsoft Internet Explorer

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Address [https://pyxis.chrcs.army.mil:8007/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE](https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE) Go

 **Department of Defense**

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**Navigator**

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  - CIV Pay Pool Administrator
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**Favorites** [Edit Favorites](#)

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

 **Interactive Customer Evaluation (ICE)** replaces My Biz Suggestions

**Common Access Card (CAC) Login Information**

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [TSP Home](#)
- [OPM Home](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Home](#)
- [OPM Life Insurance Home](#)
- [OPM Retirement Home](#)
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Trusted sites


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Report Request - Microsoft Internet Explorer

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 **Performance Appraisal Application (PAA)**  
Version 3.0

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**Report Request**

\* Indicates required field

\* Report Name

Request Name

The name can later be used to search for this request

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**Put in the “%” in Report name and click flashlight.**

Trusted sites

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Search and Select List of Values - Microsoft Internet Explorer

Search and Select: Report Name

CancelSelect

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or O2%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and firstname followed by the %, e.g. Smith% John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Program Name % Go

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Interim Review Status Report	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report	CIVDODHR
<input type="radio"/>		Performance Plan Status Report	CIVDODHR

CancelSelect

CancelStep 1 of 3Next

CancelStep 1 of 3Next

Select Performance Plans Status Report

Done Trusted sites


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Report Request - Microsoft Internet Explorer

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 **Performance Appraisal Application (PAA)**  
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### Report Request

\* Indicates required field

\* Report Name  

Request Name

The name can later be used to search for this request

[Cancel](#) [Step 1 of 3](#) [Next](#)

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Done. Trusted sites

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**Insert Process Name** – This unique name can be made up by you. This name is solely used for the purpose of identifying your process.

After entering Process Name, then click Next.

Report Parameters - Microsoft Internet Explorer

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All required data fields must be entered before selecting the "Next" or "Back" buttons.  
If you select the "Cancel" button, your current data will not be saved, and the system will take you back to the "View Previous Request" page.

Report Name **Performance Plan Status Report**

\* Appraisal Effective Year (YYYY)  ←

Pay Pool ID  ←

Include Sub Pay Pools ☐

Rating Official

Higher Level Reviewer

PAA Status EQUALS

DOES NOT EQUAL

In Status EQUALS

ES NOT EQUALS

Employee Name

Employee Number

SOID

Agency Group  ←  
U.S. Army Training and Doctrine Command (ARTC)

Organization Name

UIC

PAS Code

Organization Structure ID

Insert the Appraisal Effective Date - 2010, Your Pay Pool ID, and the Agency Group - & Click Next

Cancel Back Step 2 of 3 Next

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Done. Trusted sites

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## Performance Appraisal Application (PAA)

Version 3.0

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### Report Request: Review

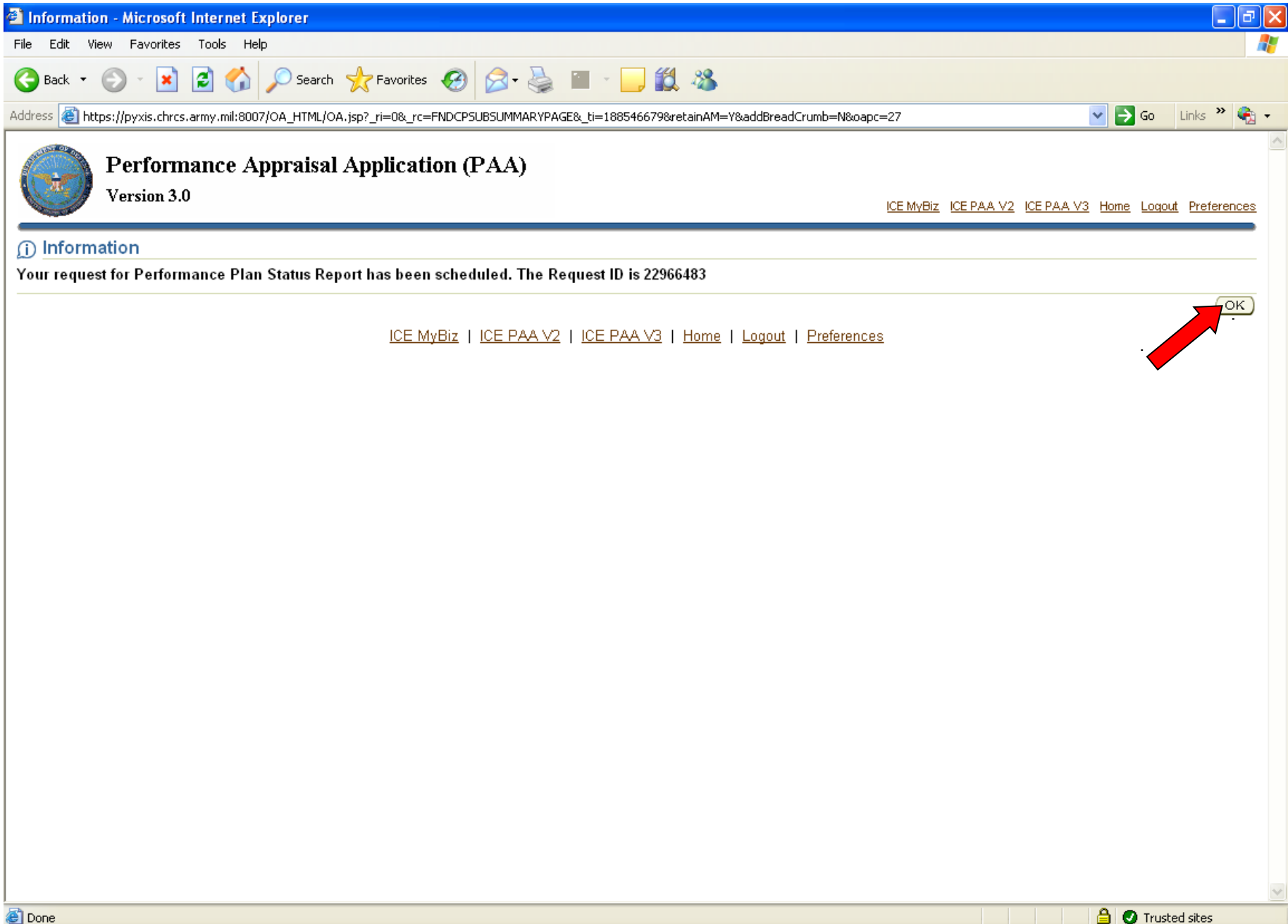
#### Report Name

Performance Plan Status Report

#### Parameters

Appraisal Effective Year (YYYY) **2010**  
Pay Pool ID **BA3W6CQAAA**  
Include Sub Pay Pools  
Rating Official  
Higher Level Reviewer  
PAA Status EQUALS  
PAA Status DOES NOT EQUAL  
Performance Plan Status EQUALS  
Perf Plan Status DOES NOT EQUALS  
Employee Name  
Employee Number  
SOID  
Agency Group **ARBA**  
[US Army Installation Mgmt Agency \(ARBA\)](#)  
Organization Name  
UIC  
PAS Code  
Organization Structure ID

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Requests - Microsoft Internet Explorer

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# Performance Appraisal Application (PAA)

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## Requests

**TIP:** To leave this page, select the 'Home' link to return to the Navigator page or select the 'Logout' link to exit the application.

**TIP:** Click "Refresh" to update the phase of the process execution

Request ID	Status	Process Name	Phase	Details	Output
22633171	✓	test (Performance Plan Status Report)	Completed		
22632799	✓	test5 (Performance Plan Status Report)	Completed		
22632757	✓	test4 (Performance Plan Status Report)	Completed		
22632374	⚠	test5 (Performance Plan Status Report)	Completed		
22632051	⚠	test3 (Performance Plan Status Report)	Completed		
22631979	⚠	test (Performance Plan Status Report)	Completed		
22614070	✓	test (CIV View/Print Pay Pool Employee Appraisal Info)	Completed		

Click on the Refresh button until you see "Completed" under the Phase section. You will have an Output which will provide the report for your Pay Pool. It will show the status by organizations or UIC if you have multiple ones under that pay pool ID.

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